

Job Opportunity Bulletin

Post Date: AUGUST 21, 2015

COMMUNITY PROGRAM SPECIALIST II

Salary Range: \$4,488 - \$5,618
Permanent, Full Time

FINAL FILING DATE: **SEPTEMBER 8, 2015**

We will also consider *Associate Governmental Program Analyst* eligibility

RE-ADVERTISEMENT

If you applied for this position when it was originally advertised on May 5, 2015, it is not necessary to submit a new application.

JOIN THE DDS TEAM!

For information about the
DEPARTMENT OF
DEVELOPMENTAL SERVICES
Please visit our website at
www.dds.ca.gov

Please refer to:

Position # 473-313-8352-101

Mail your application to:

Dept. of Developmental Services
1600 Ninth Street, MS-Q
Sacramento, CA 95814
Attention: Claudia Lutz

All applications will be screened
and only the most qualified will be
interviewed.

This position is within the Early Start and Health Services Section. The position will provide program support and analytical duties that are critical to enhance health development for persons of all ages with developmental disabilities. The incumbent will also contribute to projects for Early Start, California's program for children birth to three years of age who are served by regional centers.

For complete duties, please see the duty statement on the following page.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- ❖ The California Developmental Disabilities Service system.
- ❖ Excellent oral and written communication and interpersonal skills.
- ❖ Demonstrate the ability to work in a fast-paced environment and to organize/ prioritize workload to meet demands.
- ❖ Proficient in Microsoft Word, Excel, and Outlook.

ADDITIONAL INFORMATION:

This position is located in DDS' Headquarters office in downtown Sacramento. Our office is conveniently located near public transportation, parks, restaurants, and farmer's markets.

If you are ready to be a part of our DDS team, please submit an original signed state application (STD. 678) by the final filing date.

Please include the **basis of your eligibility** (list eligibility or lateral transfers must meet the minimum qualifications of this classification) and **position #473-313-8352-101** on your application.

Minimum qualifications (MQs) will be verified prior to interview and/or appointment. If it is determined that an applicant does not meet the MQs of the classification, the applicant will not be considered and may be withheld from the eligible list.

CONTACT INFORMATION

Name: Claudia Lutz

Number: (916) 322-7784

Email: Claudia.Lutz@dds.ca.gov



DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 9th Street, MS-Q
Sacramento, CA 95814

"Building Partnerships, Supporting Choices"

DUTY STATEMENT

DS 3022 (11/2013)

CLASSIFICATION Community Program Specialist II	DIVISION/BRANCH Community Services Division Office of Federal Programs & Fiscal Support Monitoring & Family Services Branch
EMPLOYEE NAME	SECTION/UNIT Early Start and Health Services Part C Grant Management
POSITION NUMBER 473-313-8352-101	EFFECTIVE DATE

SUMMARY: The Community Program Specialist II (CPS II) performs a variety of program specific analytical duties relating to Early Start and Health Services which includes research and policy analysis. The CPS II acts as lead on program projects and interagency activities and provides technical assistance to local programs. The CPS II may also perform program monitoring and project evaluation, as needed.

EXAMPLES OF DUTIES:

- 60% Perform analytical duties on project areas relating to Early Start and Health Services for individuals with developmental disabilities. Responsibilities may include the following: public awareness, mental health, health care, personnel development, State councils and/or committees and program monitoring. Responsibilities may also include program and fiscal interagency agreement development and maintenance, grant application preparation and revisions to program regulations.
- 20% Provide technical assistance to regional centers, family resource centers, and local education programs concerning compliance with the federal and State standards and requirements.
- 10% Prepare bill analyses, correspondence, reports, budget proposals, and other documents.
- 10% Complete or participate on special projects, such as the Interagency Coordinating Council on Early Intervention, and provide support, data and legislative analyses as required to provide information to policy makers on program objectives.

SUPERVISION RECEIVED: Reports directly to the Community Program Specialist III of the Early Start and Health Services Section.

SUPERVISION EXERCISED: None.

JOB TITLE: Community Program Specialist II

POSITION #: 473-313-8352-101

TYPICAL PHYSICAL DEMANDS: Sedentary, non-strenuous, working on a personal computer 60% of total office time. Statewide travel is required for monitoring and technical assistance activities and amounts to about 20% of working time.

TYPICAL WORKING CONDITIONS: Open-spaced partitioned office in a smoke-free environment.

PERFORMANCE REQUIREMENTS:

Knowledge of: The principles and practices of public administration, budgetary preparation and control; processes of community and group interaction in developmental disabilities planning procedures; current trends in developmental disabilities, public health, and public welfare; governmental accounting procedures. Knowledge of human service systems and agencies is also essential to the successful performance of the job duties. Knowledge of research methods is desirable.

Ability to: Develop cooperative and harmonious relationships with departmental, regional center, and developmental center administrators and others; analyze, review, and provide consultation on budgets; work with professional personnel in the field relating to developmental disabilities professions in coordinating and developing services for persons with special developmental needs; analyze situations accurately and take effective action; communicate effectively.

CERTIFICATION OR LICENSE: None.